

JOB INFORMATION

Effective Date	10/19/2021
Job Code:	3579
Job Title:	Director, Student Success Program
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Support
Job Summary	<p>The Director is responsible for the following:</p> <ul style="list-style-type: none"> • Development and Management of Student Success Program (e.g., Academic Support Program, Tutoring program, academic success component of New Student Orientation, etc.) and other initiatives to increase student success • Supervise student tutors • Coordinate the scheduling for students and staff • Serve as the institution’s primary point of contact with external organizations’ concerns and issues related to Student Success Program • Develop and assess learning outcomes of all Student Success Programs

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Master's Degree		Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	years working in academic support service programs	Required	
Less than 3 yrs	Bilingual skills	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Some experience in higher education setting		Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Development and management of the Student Success Program to include assessing its performance, learning outcomes and initiatives to increase student success	50%
• Serve as the institution's primary point of contact with external organizations' concerns and issues related to the Student Success Program	20%
• Will oversee the daily activities of the program and perform the following duties: supervise, train and hire new tutors, process timesheets, handle scheduling and other management activities.	20%
• Other duties as assigned	10%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description